DOCUMENT RESUME

ED 481 359 CE 085 574

TITLE	Hairstylist Program. Apprenticeship Training.
INSTITUTION	Alberta Learning, Edmonton. Apprenticeship and Industry Training.
ISBN	ISBN-0-7785-2563-5
PUB DATE	2003-00-00
NOTE	38p.
AVAILABLE FROM	For full text: http://www.tradesecrets.org/trades/0421/pdf/0421_outline.pdf.
PUB TYPE	Guides - Non-Classroom (055)
EDRS PRICE	EDRS Price MF01/PC02 Plus Postage.
DESCRIPTORS	Advisory Committees; *Apprenticeships; *Barbers; Competency Based Education; *Cosmetology; *Course Content; Course Descriptions; Curriculum; Curriculum Development; Delivery Systems; Employment Qualifications; Foreign Countries; Job Skills; Occupational Safety and Health; Postsecondary Education; Professional Development; Service Occupations; State Regulation; *Student Certification; *Trade and Industrial Education
IDENTIFIERS	*Alberta; Hair; Hairstyles

ABSTRACT

This document presents information about the apprenticeship training program of Alberta, Canada, in general and the hairstylist program in particular. The first part of the document discusses the following items: Alberta's apprenticeship and industry training system; the apprenticeship and industry training committee structure; local apprenticeship committees; provincial apprenticeship committees; the Alberta Apprenticeship and Industry Training Board; safety education; legal and administrative aspects of safety; technical training establishment; procedures for recommending revisions to the course outline; the apprenticeship route toward certification as a hairstylist; and a hairstylist training profile. The second part of the document presents course outlines for the first and second periods of technical training. Selected topics covered in the two periods are as follows: provincial regulations pertaining to infection control procedures and hygiene in salons; facility design and equipment; the salon business and professional development; the theory of hair; shampoo and finishing rinses; hair treatment; scalp massage and treatment; chemical texturizing (permanent waving); chemical hair relaxing and curl reforming; hair coloring; haircutting; mustaches and beards; wet-to-dry styling; workplace coaching skills; anatomy and physiology; wigs and hair additions; and facial services. The course outlines detail course topics, intended outcomes, specific behavioral objectives, and times allotted for each topic covered. (MN)

Reproductions supplied by EDRS are the best that can be made
from the original document.

CE CETR 0300

ED 481 359

APPRENTICESHIP TRAINING

HAIRSTYLIST Program

PERMISSION TO REPRODUCE AND DISSEMINATE THIS MATERIAL HAS BEEN GRANTED BY

C. Andrew

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

1

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

BEST COPY AVAILABLE

Alberta
LEARNING
Apprenticeship and Industry Training

ALBERTA LEARNING CATALOGUING IN PUBLICATION DATA

Alberta. Alberta Learning. Apprenticeship and Industry Training.
Hairstylist program.

ISBN 0-7785-2563-5

1. Hairdressing - Study and teaching - Alberta. 2. Apprentices - Alberta.
3. Occupational training - Alberta. I. Title. II. Series: Apprenticeship training.

HD4885.C2.H34.A333 2003 373.27

2003, Her Majesty the Queen in right of the Province of Alberta, as represented by the Minister of Learning, 10th floor, Commerce Place, Edmonton, Alberta, Canada, T5J 4L5. All rights reserved. No part of this material may be reproduced in any form or by any means, without the prior written consent of the Minister of Learning.

Care has been taken to acknowledge all sources and references in these materials. If there are any inadvertent omissions, please contact Alberta Learning, 10th floor, Commerce Place, Edmonton, Alberta, Canada, T5J 4L5.

Hairstylist

Table Of Contents

Apprenticeship and Industry Training System 4
Apprenticeship and Industry Training Committee Structure 4
Local Apprenticeship Committees (LAC) 4
Provincial Apprenticeship Committees (PAC) 5
The Alberta Apprenticeship and Industry Training Board (Board) 5
Safety Education 5
Legal and Administrative Aspects of Safety 6
Technical Training Establishment 6
Procedures For Recommending Revisions To The Course Outline 7
Apprenticeship Route Toward Certification 8
Hairstylist Training Profile 9

Course Outline

First Period Technical Training 11
Second Period Technical Training 27

Apprenticeship and Industry Training System

Apprenticeship is post-secondary education with a difference. It helps ensure Alberta has a steady supply of highly-skilled employees, the foundation of our economy's future health and competitiveness.

Apprentices in more than 50 trades and crafts spend between one and four years learning their trade - 80% of the time on the job under the supervision of a certified journeyman or qualified tradesperson. The balance of the program is technical training in the theory, skills and technologies of their trade.

To become certified journeymen apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board (the Board) and a network of local and provincial industry committees.

The graduate of the Hairstylist apprenticeship training is a journeyman who will be able:

- understand the principles of the hairstylist industry.
- know the characteristics and to understand the actions and interactions of employees, employers and clientele.

A hairstylist is a competent operator who, by skill and knowledge gained through training and experience, can perform professionally all of the following with respect to the scalp, neck and face of any patron:

- a) haircutting
- b) chemical texturing, chemical relaxing
- c) hair colouring
- d) eyebrow and eyelash treatment
- e) facial services for hairstyling purposes (mustaches and beards)
- f) wigs and hair additions
- g) hair and scalp shampooing, treatments and massage
- h) wet to dry styling

Hairstyling as a professional career offers many opportunities and rewards to those apprentices who have completed the training program, developed a suitable personality, maintain an attractive appearance and observe professional ethics.

Apprenticeship and Industry Training Committee Structure

While government supports Alberta's apprenticeship and industry training system, it is driven by industry, a term which includes both employers and employees. The Alberta Apprenticeship and Industry Training Board, with the support of Alberta Learning, oversees the system. But the system relies on a network of industry committees. These committees include local and provincial apprenticeship committees (LACs and PACs) in the designated trades and occupational committees in the designated occupations, as well as other committees such as provisional committees established before the designation of a new trade or occupation comes into effect. All these committees are composed of equal numbers of employers and employees. The network of industry committees is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the Board can set up a LAC. The Board appoints equal numbers of employees and employers for terms of up to three years. The committee appoints a member as presiding officer. Local Apprenticeship Committees:

- monitor the apprenticeship system, and the progress of apprentices in their trade, at the local level.
- help settle certain kinds of issues between apprentices and their employers.
- recommend improvements in apprenticeship training and certification to their trade's provincial apprenticeship committee.
- make recommendations to the Board regarding the appointment of members to their trade's PAC.

Provincial Apprenticeship Committees (PAC)

The Board establishes a PAC for each trade and, based on PAC recommendations, appoints a presiding officer and equal numbers of employees and employers for terms of up to three years. Most PACs have nine members. Provincial Apprenticeship Committees:

- identify the training needs and content for their trade.
- recommend to the Board the standards for training and certification for their trade.
- monitor the activities of local apprenticeship committees in their trade.
- make recommendations to the Board about the designation of trades and occupations.
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in the trade.
- may participate in resolving any apprenticeship-related disputes between employers and employees.

Hairstylist PAC Members

Ms. Poplawski	Edmonton	Presiding Officer
Ms. Piechotta	Calgary	Employer
Ms. Kalmbach	Edmonton	Employer
Ms. Jones	Grande Prairie	Employer
Mr. Vanden Dungen	Lethbridge	Employer
Ms. Chase	Vermilion	Employer
Ms. Bowman	Calgary	Employee
Ms. Hoba	Calgary	Employee
Ms. Karlowsky	Edmonton	Employee
Mr. Ramsay	Edmonton	Employee
Ms. Williams	Fort McMurray	Employee
Ms. Hall	Medicine Hat	Employee
Ms. Schneidmiller	Red Deer	Employee

The Alberta Apprenticeship and Industry Training Board (Board)

The mandate of the Alberta Apprenticeship and Industry Training Board relates to the standards and requirements for training and certification in programs under the *Apprenticeship and Industry Training Act*. The Board provides advice to the Minister of Learning on the training and certification of people in designated trades and occupations and on the needs of the Alberta labour market for skilled and trained persons. The Board also makes orders and regulations respecting standards and requirements for apprenticeship programs and the training of apprentices and for training and certification in designated trades and occupations, and the criteria or requirements for granting and recognizing trade and other certificates.

The 13-member Board consists of a chairman, eight members representing trades and four members representing other industries. The trades and other industry members are equally represented by employer and employee representatives.

Safety Education

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy, safe attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply the Occupational Health and Safety Act and Regulations dealing with personal safety and the special safety rules applying to each task.

Legal and Administrative Aspects of Safety

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities

The employer is responsible for:

- providing and maintaining safety equipment, and protective devices and clothing.
- enforcing safe working procedures.
- providing safeguards for machinery, equipment and tools.
- observing all accident prevention regulations.
- training employees in the safe use and operation of equipment.

Employee's Responsibilities

The employee is responsible for:

- working in accordance with the safety regulations pertaining to the job environment.
- working in such a way as not to endanger themselves or fellow employees.

WORKPLACE HEALTH AND SAFETY'S RESPONSIBILITIES:

Workplace Health and Safety (Alberta Human Resources and Employment) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

Technical Training Establishment

Alberta Learning, Apprenticeship and Industry Training offer your apprenticeship training program. Staff and facilities for delivering the program are supplied by:

- Delmar College of Hair Design Ltd. - Calgary
- Marvel Trade and Business College - Edmonton

Procedures For Recommending
Revisions To The Course Outline

Apprenticeship and Industry Training, Industry Programs and Standards has prepared this course outline in partnership with the Hairstylist Provincial Apprenticeship Committee.

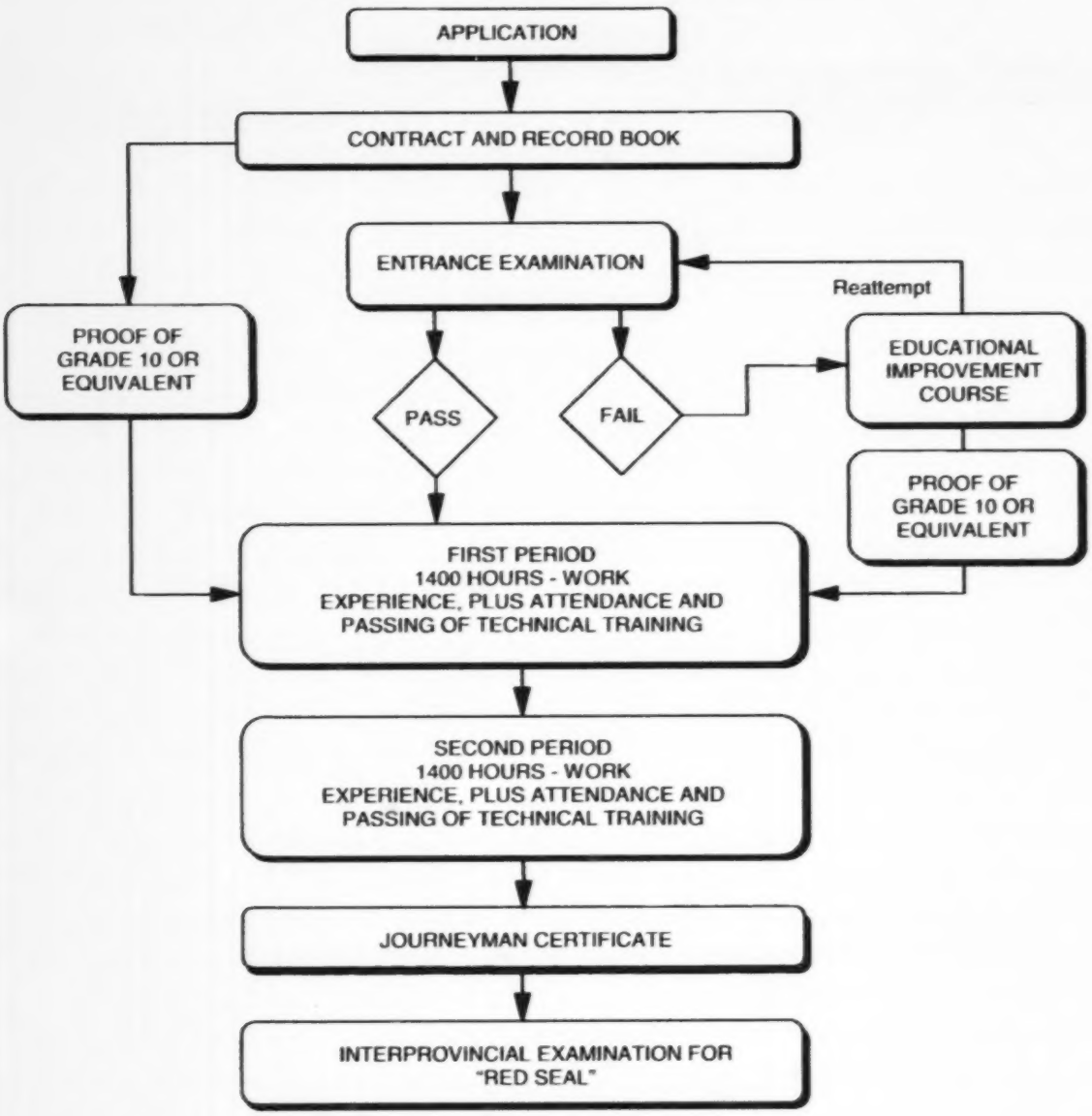
This course outline was approved on May 23, 2003 under the authority of the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. Valuable input is acknowledged from industry and the institutions.

Any concerned citizen or group in the Province of Alberta may make recommendations for change by writing to:

Hairstylist Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
10th floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations received will be placed before regular meetings of the Provincial Apprenticeship Committee.

Apprenticeship Route Toward Certification


APPLICATION
CONTRACT AND RECORD BOOK
ENTRANCE EXAMINATION
Reattempt
PROOF OF GRADE 10 OR EQUIVALENT
PASS
FAIL
EDUCATIONAL IMPROVEMENT COURSE
PROOF OF GRADE 10 OR EQUIVALENT
FIRST PERIOD
1400 HOURS - WORK EXPERIENCE, PLUS ATTENDANCE AND PASSING OF TECHNICAL TRAINING
SECOND PERIOD
1400 HOURS - WORK EXPERIENCE, PLUS ATTENDANCE AND PASSING OF TECHNICAL TRAINING
JOURNEYMAN CERTIFICATE
INTERPROVINCIAL EXAMINATION FOR "RED SEAL"

Hairstylist Training Profile
First Period
(10 Weeks 35 Hours Per Week – Total of 350 Hours)

SECTION ONE

TRADE THEORY — **129 Hours**

A	B	C
Orientation — 2 Hours	Personal and Professional — 4 Hours	Facility, Design and Equipment — 3 Hours
D	**E**	**F**
Salon Business and Professional Development — 8 Hours	Theory of Hair — 15 Hours	Shampoo and Finishing Rinses — 2 Hours
G	**H**	**I**
Hair Treatment — 3 Hours	Scalp Massage and Treatment — 3 Hours	Chemical Texturizing (Permanent Waving) — 20 Hours
J	**K**	**L**
Chemical Hair Relaxing and Curl Reforming — 5 Hours	Hair Colouring — 40 Hours	Haircutting — 18 Hours
M	**N**	
Moustache and Beard — 2 Hours	Wet to Dry Styling — 4 Hours	

SECTION TWO

PRACTICAL — **221 Hours**

A	B	C
Personal and Professional — 4 Hours	Salon Business and Professional Development — 10 Hours	Shampoo — 3 Hours
D	**E**	**F**
Scalp Massage and Treatment — 4 Hours	Chemical Texturizing (Permanent Waving) — 54 Hours	Chemical Hair Relaxing and Curl Reforming — 5 Hours
G	**H**	**I**
Hair Colouring — 44 Hours	Hair Cutting — 56 Hours	Moustaches and Beards — 5 Hours
J		
Wet to Dry Styling — 36 Hours		

Second Period

(10 Weeks 35 Hours Per Week – Total of 350 Hours)

SECTION ONE

TRADE THEORY — **103 Hours**

- **A** — Review First Period Introduction A, B, C — 7 Hours
- **B** — Anatomy and Physiology — 21 Hours
- **C** — Chemical Texturizing (Permanent) Waving — 25 Hours
- **D** — Chemical Relaxing and Curl Reforming — 5 Hours
- **E** — Hair Colouring and Pre-lighting (Bleaching) — 21 Hours
- **F** — Wet to Dry Styling — 5 Hours
- **G** — Haircutting — 10 Hours
- **H** — Wigs and Hair Additions — 5 Hours
- **I** — Facial Services — 2 Hours
- **J** — Moustache and Beard — 2 Hours

SECTION TWO

PRACTICAL — **247 Hours**

- **A** — Personal and Interpersonal Skills — 14 Hours
- **B** — Chemical Texturizing / (Permanent Waving) — 55 Hours
- **C** — Chemical Relaxing and Curl Reforming — 5 Hours
- **D** — Hair Colouring and Pre-lighting (Bleaching) — 54 Hours
- **E** — Wet to Dry Styling — 52 Hours
- **F** — Haircutting — 62 Hours
- **G** — Facial Services — 5 Hours

NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

FIRST PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE

SECTION ONE: ..... TRADE THEROY ..... 129 HOURS

A. Orientation ..... 2 Hours

Outcome ***On completion of the orientation the apprentice will be familiar with the expectations of training providers during technical training.***

1 Explain attendance requirements and outline standards for behaviour.

2. Explain study methods, references and assessment procedures of proficiency skills.

B. Personal and Professional ..... 4 Hours

Outcome ***On completion of this section the apprentice will be familiar with the Provincial Regulations, infection control procedures and hygiene that apply in a salon.***

1. Define the impact of all Provincial Regulations pertaining to each Department and the fundamental purpose of each department.
   a) *Consumer and Corporate Affairs*
   b) *Social Services and Community Health*
   c) *Occupational Health and Safety*
   d) Labour laws—minimum wage, statutory holidays and holiday pay
   e) Fire prevention
   f) Insurance, malpractice, Income Protection Business and Public Liability
2. Outline the need for insurance coverage of various policies including implications resulting from lack of insurance coverage.
3. Identify the types of infection control.
   a) sanitation
   b) disinfection
   c) sterilization
4. Describe the importance of cleaning all equipment and work facilities for clients and staff.
5. Describe the process used in the different levels of infection control.
6. Describe the location or placement of a chemical storage area and the proper storage of chemicals.
7. Define public health and personal hygiene procedures used in preventing the spreading of contagious or communicable diseases (according to provincial regulations).
8 Outline the rules of professional ethics and how they relate to an individuals professional success.
9. List simple safety and first aid applications for minor burns, cuts, choking, eye injury and fainting procedures.

C. Facility, Design and Equipment ..... 3 Hours

Outcome ***On completion of this section the apprentice will know how to use and care for tools and equipment and understand terminology associated with tools and equipment in a salon.***

Professional Terminology of All Tools and Equipment, Use and Care of Same.

1. Define the major terms used in electricity.
2. Describe the safety measures to be followed in the use and maintenance of all electrical equipment.

3. List the different types of equipment in the operation of a salon.
   a) chairs and sinks
   b) dryers etc.

4. Describe the use and care of mannequins as a training tool.

5. Identify and describe the care and use of all current tools used in hairstyling.
   a) cutting
   b) styling
   c) chemical service tools

6. Describe the purpose and care of capes, smocks and other protective wear.

7. List the correct procedures used in preparing a client.
   a) general seating and consultation
   b) proper draping before
      i) shampooing
      ii) chemical services
      iii) haircutting
      iv) shaving
      v) facials

D. Salon Business and Professional Development.....8 Hours

Outcome ***Upon completion of this unit the apprentice will be able to perform responsibilities required to successfully operate a salon.***

1. List the duties of the receptionist.
   a) retail sales
   b) inventory
   c) business mathematics
   d) telephone duties i.e. bookings
   e) customer relations, salon promotions

2. Describe the proper business mathematics procedures to be followed when
   a) balancing books and setting up a simple bookkeeping system.
   b) recording personal income, goal setting and commissions.
   c) calculating cash receipts, percentages and discounts.

3. Explain the importance of services, retail sales and client building.

4. Describe proper and efficient ways to keep records.
   a) correct information to be entered on client cards
   b) effective ways of making and keeping appointment book
   c) client release forms

5. Explain the purpose for attending trade shows.

6. Identify the types of educational enhancements available.

7. Identify trade publications available.

8. List and describe the areas of specialization available to a hairstylist.

9. Explain the fundamentals of salon ownership; things that need to be considered when opening a salon.
   a) types of ownership
   b) space requirements and floor space
   c) borrowing money
   d) rental agreements
   e) insurance
   f) taxes
   g) expenses and income

10. Explain why the hair and beauty business is a people and a service business.

11. Explain how to identify personality patterns and personality type indicators.

12. Identify and explain all elements of verbal and non-verbal communication.

13. Discuss professional conversation and topics to avoid.

14. Define rapport and how it is used to improve relations with others.

15. List and discuss the factors that influence good human relations in the workplace.
    a) personality (ability to adapt)
    b) teamwork
    c) professional code of ethics

E. Theory of Hair ..... 15 Hours

Outcome ***Upon completion of this unit the apprentice will understand the composition of hair, scalp disorders as well as the possible reactions of chemicals on hair.***

1. Identify and describe the various structures of the hair including the bulb, follicle, papilla and related structures.

2. Describe the organic composition of hair.
    a) soft protein to hard keratin
    b) formation of peptide and polypeptide bonds and linkages

3. Describe the layers of the hair.
    a) cuticle
    b) cortex
    c) medulla

4. Describe hair growth cycles.
    a) anagen
    b) catagen
    c) telogen

5. Describe diameter/texture of hair and the three main types.
    a) fine
    b) medium
    c) coarse

6. Describe the strength and life, of hair and its physical characteristics including
    a) porosity.
    b) elasticity (tensile strength).
    c) density.
    c) texture.

7. List the types of cross bonds and the importance of hydrogen.

8. Describe the reaction of the hair to chemical change with reference to .
    a) the potential hydrogen chart.
    b) cuticular lifting.
    c) bond configuration.
    d) oxidation.
    e) physical and chemical change.

9. Describe the characteristics and causes of alopecia.

10. List the different types and effects of alopecia.
    a) androgenetic
    b) postpartum
    c) areata
    d) telogen effluvium
    e) traction or traumatic

11. List the different types of canities.
    a) congenital—exist at or before birth
    b) acquired—may be due to old age

F. Shampoo and Finishing Rinses ..... 2 Hours

Outcome ***Upon completion of this unit the apprentice will be able to demonstrate an understanding of scalp manipulations as well as knowledge of hair treatments using shampoos and finishing rinses.***

1. List the different types of shampoos and describe their purpose in cleansing the hair.
2. Describe the purpose of scalp manipulations.
   a) increase circulation
   b) benefits sebaceous glands
3. Describe the correct shampoo procedures to be considered in preparation for a chemical service.
   a) use of mild to light manipulations
   b) selection of alkaline or acid balanced shampoos and their effects on hair
   c) use of clarifying agents.
4. Identify the ingredients in shampoos.
5. Identify the purpose of surfactant agents in shampoos.
6. Describe brushing and massage techniques prior to shampooing.
   a) brushing from ends to scalp to prevent knotting during shampoo
   b) stimulation - scalp massage manipulations
7. List the different types of finishing rinses and describe their purpose.
   a) cream
   b) acidifier
   c) medicated
   d) colour
   e) acid balanced

G. Hair Treatment ..... 3 Hours

Outcome ***Upon completion of this unit the apprentice will be able to recognize hair and chemical damage and use products to correct the problems.***

1. Explain the difference between chemical and mechanical damage and identify the different ways to recognize each type.
   a) visual
   b) touch
2. Identify the causes resulting from chemical damage.
   a) chemical products used to perm and relax the hair
   b) colouring and bleaching the hair
3. Identify preventive measures for chemical and mechanical damage.
4. Identify the damage resulting from chemicals and mechanical tools.
5. Describe the term "general health" and identify the main requirements linked to healthy hair.
   a) blood circulation
   b) emotional disturbances
   c) hormonal effects
   d) environmental conditions
6. Describe the proper formulations and method to correct hair problems using
   a) conditioners.
   b) protein builders.
   c) cuticle acidifiers.
   d) reconstructors.
7. Describe conditioners.
   a) origin
   b) size of molecule

8. List the different types of conditioners and their effects on hair.

9. Describe the application procedures for the different types of conditioners.

H. Scalp Massage and Treatment .....3 Hours

Outcome ***Upon completion of this unit the apprentice will be able to demonstrate an ability to recognize and treat scalp conditions, and demonstrate the appropriate brushing and massaging techniques.***

1. Explain the purpose for giving scalp treatments.
   a) stimulate blood circulation
   b) promote healthier hair and scalp
2. List and explain all steps involved in performing scalp treatments.
3. Describe the purpose and proper procedure in analyzing scalp conditions.
   a) visual analysis - to check scalp and hair for scaling or shedding of the skin
   b) manipulating - to feel any scales or sores not seen due to hair growth
4. Describe scalp diseases and disorders including their characteristics and treatments.
   a) dandruff (dry and oily type)
   b) ringworm of the scalp (tinea)
   c) honeycomb ringworm
   d) itchmite (scabbies)
   e) head lice (pediculosis)
   f) psoriasis

SAFETY TO BE TAUGHT THROUGHOUT THIS SECTION

I. Chemical Texturizing (Permanent Waving) .....20 Hours

Outcome ***Upon completion of this unit the apprentice will be able to list and describe the processes, chemicals and techniques required to perform permanent waving.***

1. Identify consultation procedures relevant to the client's permanent wave needs.
2. Define the physical hair characteristics that must be analyzed and considered when selecting a proper perm solution.
   a) porosity
   b) elasticity
   c) texture
   d) density
3. Identify all preliminary steps that must be taken to ensure client safety, including
   a) analysis of scalp condition.
   b) draping for a chemical.
   c) preliminary test curl.
4. Identify all procedures to be followed during a perm service to ensure safety of both the stylist and the client.
5. List and describe alkaline waves/cold waves used in salons.
   a) active ingredient
   b) pH range
   c) processing
   d) amount of required tension
   e) advantages
6. List and describe acid waves/heat waves used in salons.
   a) active ingredient
   b) pH range
   c) type of heat used: endothermic and exothermic processing
   d) amount of required tension

16

e) advantages
f) processing

7. Describe the physical action in perming and what happens to the structure of hair during the physical phase.
   a) wrapping of hair around rods
   b) breaking of hydrogen bonds

8. List and describe the basic steps involved in the physical phase of perming.
   a) perm tools: rod selection according to desired curl
   b) end paper techniques: double end, bookend, cushion
   c) base sizes: in relation to rod diameter and density
   d) tool position: on-base, off-base, ½ off-base, under-directed

9. List and describe the types of perm wraps used to achieve different styles.
   a) basic croquinole wrap and conventional perm wraps for short hair-ends to base wrap
   b) conventional spiral wrap for long hair

10. Describe the chemical action of the waving lotion on the hair.
    a) breaking of disulfide bonds
    b) shifting of peptide linkages so hair can assume the shape of the rod

11. Define processing time and describe the proper procedure for taking a test curl.

12. Identify and explain all factors that can influence the processing time of a perm.
    a) porosity
    b) room temperature
    c) clients body temperature
    d) texture

13. Explain the purpose of towel blotting and air oxidizing prior to neutralizing a perm.
    a) removal of excess moisture
    b) stronger curl formation

14. Identify and explain the two main functions of neutralizer.
    a) rebonds the disulfide bond in their new "S" shape
    b) hardens the bonds in the new shape

15. Explain the importance in following manufacturer directions in regards to application and processing of waving lotion and neutralization of a perm.

16. Identify the methods of neutralizing.

17. Identify improper neutralization and outline the dangers involved.

18. Describe how to detect and correct a perm that has been over-processed.
    a) recommend trimming
    b) reconditioning treatments

19. Describe how to detect and correct a perm that has been under-processed.
    a) rewrapping
    b) doing pick-up curls

20. Identify examples of possible problems and solutions in perming you may encounter in a salon.

J. Chemical Hair Relaxing and Curl Reforming.....5 Hours

Outcome ***Upon completion of this unit the apprentice will be able to describe the processes required to perform chemical hair relaxing and curl reforming.***

1. Outline consultation procedures relevant to the client's hair relaxing needs, including
   a) cost of service.
   b) expectations.
   c) maintenance.

2. Identify and describe the different types of relaxers, including their effects on hair and when each should be used.
   a) sodium hydroxide
   b) ammonium thioglycolate
   c) current chemical relaxing products

3. Identify the factors that must be analyzed to determine processing time and proper selection of relaxer strengths.
   a) texture
   b) porosity
   c) elasticity
   d) density
   e) type of hair
   f) overall condition

4. Identify all procedures and manufacturers' directions to be followed during a chemical relaxing service to ensure the safety of both stylist and client.

5. Identify the different strengths of relaxers.

6. Identify the chemical and physical phases involved in hair relaxing.
   a) application of relaxer
   b) combing, smoothing and test to determine amount of relaxation achieved.

7. Identify the methods of application and specific procedures to be followed for each.
   a) virgin relaxer
   b) relaxer retouch
   c) partial relaxer
   d) curl diffusion

8. Identify the factors that influence the processing time of a relaxer.
   a) hair texture
   b) hair porosity

9. Explain the importance of proper rinsing and towel blotting prior to neutralization.

10. Identify products used to neutralize, how they are used and their effects on hair.

11. Identify the steps involved in performing a soft curl permanent wave including all safety precautions.

K. Hair Colouring.....40 Hours

Outcome ***Upon completion of this unit the apprentice will understand and be able to describe the processes that must be considered to perform hair colouring.***

1. Explain all colour theory including the colour wheel.

2. Identify all consultation areas relevant to the client's colour needs.

3. Identify factors that need to be determined prior to any colour service.
   a) natural level
   b) desired level
   c) percentage of grey

4. List and define the physical characteristics that need to be analyzed prior to any colour service.

5. Explain all safety and sanitation procedures including manufacturers' instructions.

6. Identify and describe the different types of colour and their effects on hair.
   a) temporary
   b) semi-permanent
   c) demi- permanent
   d) permanent

7. Discuss the differences between professional products and non-professional products and identify how to test for metallic salts.

8. Describe why and how to do a pre-disposition/ patch test.
9. Describe why and how to do a strand test.
10. List and identify the various oxidizing agents used in colour.
    a) peroxide (volume, strength, percentage and use of a hydrometer)
    b) other catalysts
11. Identify the colour application techniques for
    a) virgin going lighter.
    b) virgin going darker.
    c) retouch.
12. Explain formulating and mixing procedures for hair colour including grey coverage.
13. Describe the application procedure for
    a) colour filling.
    b) pre-softening.
14. Describe foiling and cap method using colour.
15. Identify possible problems and solutions in hair colouring that you may encounter in a salon.

L. Haircutting.....18 Hours

Outcome ***Upon completion of this unit the apprentice will be able to describe and explain the tools and techniques used in haircutting services.***

1. Identify proper draping and cleanup techniques.
2. Describe and explain the use of all tools used in haircutting services.
3. Identify the factors to be analyzed during a client consultation.
    a) head and facial features
    b) hair growth patterns
    c) other design decisions
4. Identify the characteristics of each of the following haircuts.
    a) blunt (solid form)
    b) layered
    c) graduated
    d) natural hairline taper
    e) block taper
5. Identify the proper procedures used to perform any haircut.
    a) sectioning
    b) head and body position
    c) parting pattern
    d) distribution
    e) projection angle
    f) tools and hand positions
    g) design line
    h) cross checking
    i) stylist standing position
6. Explain the technique for cutting curly-kinky hair.
7. Identify and describe finishing and personalizing techniques.
8. Explain how to visually check for balance.

M. Mustache and Beard.....2 Hours

Outcome ***Upon completion of this unit the apprentice will understand and be able to describe the processes and tools that must be considered to prepare a client for shaping and trimming of beards and mustaches.***

1. Identify how to consult and analyze prior to the service.
2. Describe tools and techniques used to shape and trim a moustache and beard.
3. Explain sanitation and safety precautions.

N. Wet to Dry Styling.....4 Hours

Outcome ***Upon completion of this unit the apprentice will understand and be able to describe the processes that must be considered to perform wet to dry styling.***

1. Identify how to design a hairstyle to complement the client according to individual characteristics.
2. Explain the base controls used with both rollers and pincurls.
   a) on base
   b) off base
   c) ½ off base
   d) over directed
   e) under directed
3. Explain the procedure used to set different types of pincurls and the effect of each.
   a) barrel
   b) stand up – cascade, volume, indentation
   c) sculpture - flat
4. Explain the types, size of rollers and proper procedures used to set hair with rollers.
5. Explain the proper safety and sanitation of all wet and dry styling tools.
6. Describe the proper use of blow-dryer and brush to accomplish various designs in the hair.
7. Describe the different techniques for drying and styling hair.
8. Describe the different types of curling irons and their proper use.
9. Describe how to accomplish various techniques using the curling irons.
   a) on base
   b) off base
   c) ½ off base
   d) indentation
   e) spiral
10. Define and outline the procedures for completing fingerwaves and skipwaves including
    a) shapings.
    b) ridges
11. Describe the procedures to follow before braiding or twisting long hair.
    a) consultation and cost
    b) analyzing
    c) hair preparation and use of styling products
    d) use of bobby pins and elastics
    e) balance and finish
    f) ornamentation

12. Describe finishing techniques used to accomplish the final look.
    a) back combing
    b) back brushing
    c) chiffoning (lacing)

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the "Practical Training", when, and as, the subject matter is being practised or demonstrated.

SECTION TWO: ..... PRACTICAL ..... 221 HOURS

A. Personal and Professional ..... 4 Hours

Outcome ***Upon completion of this unit the apprentice will understand and be able to describe the sanitation processes that must be considered regarding tools and equipment.***

1. Demonstrate and participate in the sanitation procedures for all tools and equipment including.
    a) wet sanitation for non-electrical equipment
    b) dry sanitation for electrical equipment
2. Demonstrate clipper blade removal and oiling for better results and adjustment of blades after sanitation procedure.

B. Salon Business and Professional Development ..... 10 Hours

Outcome ***Upon completion of this unit the apprentice will demonstrate skills required in the operations of a salon.***

NOTE: Role-playing is to be practised in all areas of salon business and professional development.

1. Demonstrate and participate in all reception duties.
    a) handling of cash and cash register
    b) answering phones and taking appointments and messages
    c) effective salon communications
    d) callbacks
2. Participate in a simple bookkeeping system.
3. Demonstrate and understand
    a) salesmanship (add on service and retail).
    b) inventory (ordering and taking of stock).
    c) displaying.
4. Demonstrate client record keeping.

C. Shampoo ..... 3 Hours

Outcome ***Upon completion of this unit the apprentice will understand and be able to perform the cleansing and rinsing procedures required to give shampoos.***

1. Demonstrate the proper draping techniques for all types of services.
2. Demonstrate how to brush hair as a preliminary procedure.
3. Demonstrate the correct procedures in performing a proper shampoo and finishing rinse.

D. Scalp Massage and Treatment ..... 4 Hours

Outcome: ***Upon completion of this unit the apprentice will understand and be able to analyze scalp conditions, perform brushing technique, scalp treatments and the necessary manipulations.***

1. Demonstrate proper draping.
2. Demonstrate how to analyze the scalp and recognize any disease or disorder.
3. Demonstrate brushing of hair and application of cream.
4. Demonstrate scalp manipulations.
   a) effleurage
   b) petrissage
   c) tapotment
   d) friction
   e) vibration
5. Demonstrate an ability to perform a scalp treatment.

E. Chemical Texturizing (Permanent Waving) ..... 54 Hours

Outcome ***Upon completion of this unit the apprentice will be able to describe , analyze and demonstrate all processes involved in the chemical waving process.***

1. Demonstrate how to perform a perm consultation that includes analysis of the physical hair characteristics to determine
   a) hair porosity, elasticity, texture and density.
   b) overall condition of the hair and scalp.
   c) use of a prewrap is necessary.
   d) proper selection of perm tools and rods.
   e) proper selection of perm solution and type of wrap.
   f) use of a release form is necessary.
2. Demonstrate how to properly record all information on a client record card.
3. Demonstrate the correct method of draping for a perm service.
4. Specify the selection of a clarifying shampoo and demonstrate proper procedure for shampooing prior to a perm service.
5. Demonstrate how to section and subsection for different wrapping patterns with focus on
   a) size of section in relation to rod length.
   b) base size in relation to rod diameter.
6. Demonstrate the various end paper techniques.
   a) bookend
   b) double end
   c) single end
   d) cushion
7. Demonstrate the winding of hair and placement of rods focusing on
   a) proper projection angle.
   b) use of even tension.
   c) base control-standard half inch off-base.
   d) placement of elastic bands and use of picks for securing rods.
8. Demonstrate the two basic methods of wrapping hair around a rod.
   a) croquinole (overlap)
   b) spiral
9. Demonstrate the use of various perm tools of differing diameter, length and shape.

10. Demonstrate an ability to apply safety standards at all times, in accordance to *Occupational Health and Safety.*
    a) use of protective gloves
    b) use of protective cream and cotton around the client's hairline
    c) removal of any saturated cotton and/or towels
    d) following manufacturer's directions

11. Demonstrate proper application of waving lotion in the saturation of all rods.

12. Demonstrate proper processing procedures for both alkaline and acid perms.
    a) use of plastic cap
    b) room temperature processing
    c) use of heat activator or an external heat source

13. Demonstrate how to take a proper test curl to determine processing time and readiness of curl.

14. Demonstrate proper rinsing of waving lotion and the removal of excess moisture through towel blotting and air oxidation.

15. Demonstrate application procedure for neutralizing a perm.
    a) time left on
    b) rinsing and removal of rods according to manufacturer's directions

16. Demonstrate the ability to recommend home maintenance products.

17. Demonstrate ability to complete twenty perm wraps in order to
    a) enhance skills.
    b) Increase speed of wrapping.

18. Demonstrate ability to complete nine perms.
    a) alkaline
    b) acid

F. Chemical Hair Relaxing and Curl Re-Reforming.....5 Hours

Outcome ***Upon completion of this unit the apprentice will, understand and demonstrate the procedures used to chemically relax and reform curly hair.***

1. Demonstrate consultation procedures, record information and complete a client release form.

2. Perform scalp and hair analysis to determine
    a) overall scalp and hair condition.
    b) hair porosity and elasticity.
    c) hair density and texture.
    d) existing curl pattern.
    e) any additional personal information.

3. Demonstrate sanitation and safety procedures.
    a) client draping and stylist protection
    b) patch test, metallic salts and strand tests
    c) use of protective skin and/or hair creams

4. Following manufacturers' directions, demonstrate the application procedures for the following types of relaxers.
    a) sodium hydroxide
    b) ammonium thioglycolate
    c) current relaxing products

5. Demonstrate the phases involved in hair relaxing.
    a) chemical
    b) physical

6. Choose and apply the correct relaxer for the following procedures and hair types.
    a) virgin application
    b) retouch/regrowth application
    c) chemically treated hair

7. Demonstrate the methods used to determine when the curl is relaxed.
   a) test strands
   b) the look and the feel of the hair
8. Demonstrate shampooing, rinsing, blotting and neutralizing procedures according to manufacturers' instructions.
9. Demonstrate the methods for relaxing the hair with ammonium thioglycolate and reforming with a soft curl permanent wave.
   a) follow manufacturers' directions
   b) review all pre-application processes and application techniques
10. Demonstrate the methods used to relax only certain areas of the hair that are over-curly.
11. Demonstrate the methods used to relax and reform a permanent wave curl.
   a) straightening technique
   b) reforming with rollers technique
12. Apply correct rinsing, shampooing, conditioning and cleanup processes for all chemical relaxing and reforming procedures.
13. Demonstrate an ability to prescribe the correct aftercare products for home maintenance.

G. Hair Colouring.....44 Hours

Outcome: ***Upon completion of this unit the apprentice will understand and be able to demonstrate the procedures used to change existing hair colour.***

1. Demonstrate consultation procedures, record the information and complete a client release/statement form.
2. Demonstrate scalp and hair analysis to include
   a) overall scalp and hair condition.
   b) hair porosity and elasticity.
   c) hair density and texture.
   d) existing hair colour and/or natural level.
   e) additional personal information i.e. eye and skin tones.
3. Demonstrate an ability to determine the type of colour appropriate for the clients needs.
4. Demonstrate sanitation and safety procedures.
   a) client draping and stylist protection
   b) patch test, metallic salts and product build-up tests
5. Demonstrate the use of various oxidizing agents used in hair colouring.
   a) peroxide strength, use and care of the hydrometer
   b) how to increase or decrease volume/percentage strengths
   c) other catalysts
6. Demonstrate colour formulation and application procedures for the following
   a) virgin (going lighter).
   b) virgin (going darker).
   c) retouch/new growth).
   d) grey hair.
7. Demonstrate an ability to mix, apply and process the following types of colour according to manufacturers' instructions.
   a) temporary
   b) semi-permanent
   c) demi-permanent
   d) permanent

8. Formulate, mix and create five different swatches in each category (to include colouring one grey hair swatch with each type of colour.
   a) temporary
   b) semi-permanent
   c) demi-permanent
   d) permanent

9. Demonstrate the application procedures for
   a) conditioning fillers.
   b) colour fillers.
   c) pre-softening.

10. Demonstrate foiling and cap method colouring techniques.
    a) to lighten
    b) to darken
    c) to retouch the new growth

11. Simulate and complete ten exercises in each category within a time frame.
    a) temporary
    b) semi-permanent
    c) demi-permanent
    d) foil method
    e) cap method
    f) permanent

12. Demonstrate and complete two exercises with product in each category.
    a) temporary
    b) semi-permanent
    c) demi-permanent
    d) foil method
    e) cap method
    f) permanent

13. Demonstrate proper rinsing, shampooing and conditioning procedures for the various types of hair colour.

14. Demonstrate an ability to determine and prescribe after care products for home maintenance.

H. Hair Cutting ..... 56 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to use equipment, analyze client needs and perform haircutting services.***

1. Demonstrate an ability to use and maintain all haircutting tools.
   a) cutting shears
   b) thinning shears
   c) razors
   d) clippers
   e) trimmers (edgers)

2. Consult with the client to determine needs.

3. Demonstrate an ability to analyze
   a) facial shapes.
   b) bone structure and body frame.
   c) special considerations (glasses, hairline etc.).

4. Demonstrate an ability to analyze hair characteristics.
   a) texture
   b) density
   c) form
   d) hair growth patterns

5. Demonstrate proper body positioning for both client and stylist.
6. Demonstrate proper draping procedures.
7. Practice rhythm and control using scissors, combs and clippers with and without mannequins.
8. Section and complete
   a) four blunt cuts (solid).
   b) four long layers.
   c) four short layers.
   d) four combinations.
9. Complete four blocked nape line haircuts.
10. Complete the following natural hairline haircuts.
    a) low taper
    b) medium taper
    c) high taper
    d) flat top
11. Demonstrate personalizing and finishing techniques.
12. Design a haircut on paper.
    a) explain the haircut
    b) complete the haircut on a mannequin
13. Demonstrate the correct method to cut curly kinky hair.
    a) sectioning
    b) degree of wetness
    c) relaxed tension
    d) dry cutting

I. Moustaches and Beards.....5 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to consult with clients, shape and trim moustaches and beards demonstrating proper hand and body coordination.***

1. Consult with client to determine needs and analyze facial contours, bone structure and hair growth patterns.
2. Demonstrate draping procedures.
3. Demonstrate the following procedures on moustaches and beards.
   a) shape
   b) trim
   c) edge
   d) style
4. Demonstrate proper hand and body positions for both client and stylist.

J. Wet to Dry Styling.....36 Hours

Outcome ***Upon completion of this unit the apprentice will be able to demonstrate an abilty to recognize the different wet to dry styling and finishing techniques.***

1. Demonstrate the moulding, carving and pin placement for the following pincurls.
   a) barrel
   b) standup (cascade, volume and indentation)
   c) sculpture (flat)
2. Demonstrate base controls used with both rollers and pincurls.
   a) on base
   b) off base

c) half-off base
d) over directed
e) under directed

3. Demonstrate long stem and short stem curls.

4. Demonstrate the moulding and shaping of finger waves.

5. Demonstrate skip waves.

6. Demonstrate fashion roller setting using various tools and techniques.

7. Demonstrate blow-drying for long and short hair using appropriate brushes.
   a) volume
   b) indentation
   c) smoothing and straightening
   d) over directed

8. Demonstrate finger drying.
   a) scrunching
   b) root drying

9. Demonstrate base controls achieved with curling irons.
   a) on base
   b) off base
   c) over directed base

10. Demonstrate croquinole and spiral techniques using curling irons.

11. Demonstrate specialty irons.

12. Demonstrate the correct methods to temporarily straighten the hair using a variety of irons.

13. Demonstrate and use the correct styling products for all hair types.

14. Demonstrate finishing techniques.
   a) back brushing
   b) back combing
   c) chiffoning (lacing)
   d) visual checking for balance and form

15. Demonstrate various long hair styling techniques.
   a) sectioning and parting
   b) placement of bobby pins and hair pins
   c) finishing ends
   d) beading and ornamentation

SECOND PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE

SECTION ONE: ..... TRADE THEORY ..... 103 HOURS

A. Review First Period Introduction A, B, C and D ..... 7 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to understand the fundamentals of a salon environment.***

1. A brief re-introduction of first year theory and practical procedures including
   a) attendance
   b) personal and professional
   c) facility design and equipment
   d) salon business and professional development

B. WORKPLACE COACHING SKILLS & ADVISORY NETWORK ..... 6 Hours

1. Describe the following coaching skills used for training apprentices:
   a) identify the point of the lesson
   b) link the lesson
   c) demonstrate a skill
   d) provide opportunity to practice a skill
   e) give feedback to the learner
   f) assess the learner's progress

2. Describe and explain the role and the purpose of the advisory network and Provincial Apprenticeship Committee for the Hairstylist trade.

C. Anatomy and Physiology ..... 21 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to: describe the structures and functions of the muscular, nervous, skeletal and circulatory systems as they relate to a cosmetologist; define the layers of skin; and describe the parts of the nail.***

1. Explain the relationship and function of cells, tissues and the primary organs found in the human body.

2. Define the structures and functions of the skeletal system and identify the bones that are of primary concern to a cosmetologist.
   a) bones of the cranium and facial skeleton
   b) neck bones
   c) back, chest and shoulder bones
   d) arm, wrist and hand bones

3. Define the structures and functions of the muscular system and identify the muscles of primary concern to a cosmetologist.
   a) muscles of the scalp and face—focus on the muscles of the scalp, eyes, nose, mouth and muscles of mastication
   b) muscles of the neck and upper back
   c) muscles of the shoulder, chest and arm
   d) muscles of the hand

4. Define the structures and functions of the nervous system and identify the nerves that are of primary concern to a cosmetologist.
   a) nerves of the face, neck and head
   b) nerves of the arm and hand

5. Define the structures and functions of the circulatory system and identify the various arteries and veins that supply blood to the head, face and neck.
   a) internal carotid artery and its smaller branches
   b) external carotid artery and its smaller branches
   c) internal and external jugular veins

6. Describe the composition and function of the main divisions of the skin and the structures associated with each.
   a) epidermis layer
   b) dermis layer
   c) subcutaneous layer

7. List and describe the functions of skin.
   a) sensation
   b) hydration
   c) absorption
   d) regulation
   e) protection
   f) excretion
   g) respiration

8. Describe the effects of various types of stimulus on the skin.
   a) massage
   b) ultra-violet rays

9. List and define contagious and non-contagious disorders of the skin.

10. Describe all theory related to the structure of the nail, including
    a) nail parts.
    b) nail composition.
    c) nail growth.
    d) nail diseases and disorders.

11. List and describe the proper steps in performing a basic manicure.
    a) hand and nail examination
    b) filing and shaping
    c) cuticle treatment
    d) polish application
    e) hand massage

12. List and explain all safety and sanitation procedures to be taken when performing nail services.

C. Chemical Texturizing (Permanent Waving) ..... 25 Hours

Outcome ***Upon completion of this unit the apprentice will be able to identify different perm tools and describe advanced and special effects perm wrapping techniques used to achieve various textural effects in hair.***

1. Review theory from first period.

2. Identify and describe any special effects used in perming.
   a) directional or custom wrap
   b) drop crown wrap (perimeter perming)
   c) partial perming
   d) root perming
   e) weave perming
   f) transfer wrapping (rod to roller)
   g) pincurl wrap

3. Describe the procedures used to wrap and process long hair for various effects.
   a) piggy back wrap using conventional rods
   b) twisted spiral rod wrap using conventional rods
   c) other current long hair wraps used in the salon

4. Identify and describe the use of designer perm tools used to perm long and short hair and compare the textural effects achieved.

D. Chemical Relaxing and Curl Reforming.....5 Hours

Outcome ***Upon completion of this unit the apprentice will be able to identify and describe the processes, chemicals and techniques required to perform chemical relaxing and curl reforming.***

1. Identify and describe first period chemical relaxing and curl reforming including:
   a) client consultation, recording and release forms.
   b) scalp and hair analysis.
   c) sanitation and safety precautions for the client and stylist.
   d) chemical and physical phases involved in hair relaxing.
   e) different types of relaxers, how each effects hair and when each would be used.
   f) methods and specific procedures for the following.
      i) virgin hair.
      ii) retouch new growth.
      iii) soft curl permanent wave.
      iv) curl diffusion.
      v) relaxing permanent wave curl.
      vi) chemically treated hair.
   g) methods used to determine when the hair is relaxed.
   h) shampooing, rinsing, blotting and neutralizing procedures.
   i) importance of following manufacturer's instructions.

2. Describe partial relaxing, its purpose and how to determine the correct product to use.

3. Describe the methods required to partially relax the hair, including:
   a) client consultation, scalp and hair analysis.
   b) sanitation and safety precautions for the client and stylist.
   c) sectioning and application.
   d) processing and determining when to stop the relaxing process.
   e) rinsing, blotting and neutralizing.

4. Identify and describe appropriate after care products for each type of relaxer service.

5. Identify possible relaxing problems and solutions.

E. Hair Colouring and Pre-lighting (Bleaching).....21 Hours

Outcome: ***Upon completion of this unit the apprentice will be able identify and describe the processes, that must be considered for colouring and pre-lightening (bleaching) existing hair colour.***

1. Identify and describe haircolouring, including
   a) the law of colour (the colour wheel)
   b. client consultation, recording and release forms.
   c) scalp and hair analysis
   d) sanitation and safety precautions for the client and stylist:
   e) advantages and disadvantages of the various types of colour
   f) colour formulation and application procedures for
      i) virgin (going lighter)
      ii) virgin (going darker)
      iii) retouch (new growth)
      iv) grey hair

g) the strengths and purposes of various oxidizing agents and other catalysts
h) the importance of following manufacturers' directions
i) pre-softening, colour fillers and conditioning fillers

2. Describe tone and intensity of hair colour and explain the purpose and use of colour concentrates intensifiers and drabbers.

3. List and identify the stages (degrees) of lightening (decolourizing) hair colour.

4. Identity the two categories of hair pre-lighteners and explain their purpose.
   a) on the scalp
   b) off the scalp

5. Describe the formulation, application and processing of the various decolourizing, and recolourizing products according to manufacturers' directions.

6. Describe pre-lightening procedures for
   a) virgin hair
   b) retouch applications.

7. Describe foil method highlighting and low-lighting techniques for partial and full head applications.
   a) weaving
   b) slicing
   c) current fashion
   d) retouch (new growth)

8. Describe cap method highlighting and low lighting techniques for partial and full head applications, including retouch procedures.

9. Identify and describe the various types of fashion colouring techniques including retouch (new growth) procedures.
   a) dimensional
   b) zonal
   c) tone on tone
   d) highlift
   e) surface painting
   f) current fashion

10. Identify and explain corrective colour methods including
    a) dye solvents and decolourizers for artificial pigment.
    b) colour filling procedures.
    c) tint back procedures.
    d) removal of vegetable, metallic and compound dyes.

11. Describe the rinsing, shampooing and conditioning procedures for the various colouring and bleaching techniques.

12. List and describe the correct after care products for home maintenance.

13. Identify possible hair colouring and bleaching problems and solutions.

F. Wet to Dry Styling ..... 5 Hours

Outcome ***Outcome: Upon completion of this unit the apprentice will be able to describe the different types of wet to dry styling processes including cornrow braiding and hair extensions.***

1. Identify the methods for designing a hairstyle to complement the client's individual characteristics.

2. Identify base control used with both rollers and pincurls.

3. Identify the procedure used to set different types of pincurls and rollers and the effect of each procedure.

4. Describe the various methods of drying the hair.
   a) the use of a blow dryer and various brushes to accomplish specific designs in the hair
   b) diffusing and finger drying
   c) current blow drying methods

5. Identify and describe the use of various thermal irons used to curl or straighten hair.
6. Describe the various styles created by fingerwaves and skip waves.
7. Describe how to accomplish the finished look (finishing techniques).
8. Define hair extentions and describe the traditional method of using cornrow braiding.
   a) attachment of hair (weft)
   b) removal of hair extentions
9. Explain the necessity for client consultation for hair extensions.
   a) cost
   b) maintenance (upkeep)
   c) time
   d) expectations
10. Describe procedure to follow when styling long hair updos.

G. Haircutting.....10 Hours

Outcome ***Upon completion of this unit the apprentice will be able to describe haircutting process and explain the different methods used when working with curly kinky hair.***

1. Describe haircutting procedures.
   a) razor cutting
   b) blunt/solid haircutting (long & short)
   c) layered and graduated haircutting (long and short)
   d) client personalizing and finishing techniques
   e) tapered haircutting using the over comb technique (scissors and clippers)
   f) current fashion techniques
   g) curly, kinky hair
2. Describe the difference between a blocked and tapered natural hairline and when each should be used.

H. Wigs and Hair Additions .....5 Hours

Outcome ***Upon completion of this unit the apprentice will be able to describe the different types of wigs and hairpieces and explain the proper maintenance and care for each type.***

1. Describe the factors that should be considered in a client consultation for wigs and hairpieces.
2. Describe the differences between human and synthetic wigs and hairpieces and the types available.
3. Describe the procedures to clean wigs and hairpieces.
   a) liquid dry shampoo (solvent)
   b) liquid wig shampoo
4. Describe the care, fitting, colouring, and perming of human and synthetic wigs and hairpieces.
5. Describe the procedures used to cut and style wigs and hairpieces.
6. Describe hair replacement techniques.
7. Identify safety precautions and sanitation procedures for wig or hairpiece services.

I. Facial Services ..... 2 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to identify the effects of products such as cleansers on the skin, describe procedures used to remove facial hair and identify correct application procedures for applying facial makeup.***

1. Identify the procedures involved in a client consultation.
2. Describe the effects of various facial products on the skin and their purpose.
   a) cleansers
   b) masks - exfoliants
   c) astringents - toners
   d) moisturizers
3. Describe how to do a cleansing facial.
4. Identify the methods for the temporary removal of facial hair.
   a) waxing
   b) sugaring
   c) tweezing
   d) threading
5. Describe safety and sanitation procedures involved in facial hair removal and makeup applications.
6. Identify the factors involved in a facial make-up consultation.
7. Describe the correct application procedure for facial makeup.
   a) day wear
   b) evening wear
   c) corrective make-up

J. Mustache and Beard ..... 2 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to shape, trim and colour a mustache or beard.***

1. Describe the equipment and correct procedures to trim mustaches and beards
2. Describe correct shaving procedures.
3 Describe the use and sanitation of all equipment.
4. Describe the safety procedures to follow when colouring moustache and beard.
5. Describe the correct procedures to shape and style a moustache with colour or non-colour wax.

SECTION TWO: ..... PRACTICAL ..... 247 HOURS

A. Personal and Interpersonal Skills ..... 14 Hours

Outcome: ***Upon completion of this unit the apprentice will demonstrate salon and personal skills.***

1. Review first period salon business and professional development.
2. Create personal goal setting.
   a) short range goals
   b) long range goals
3. Produce a resume and perform a job search.
4. Demonstrate interview skills.

5. Demonstrate professional relationships with honest communications and networking in
   a) stylist/staff relationships.
   b) teamwork.
   c) client relationships.

6. Demonstrate effective salon services:
   a) greeting the client and establishing rapport.
   b) assessing the clients needs and desires during consultation.
   c) agreement between stylist and client including cost and maintenance.
   d) delivery of the service including a balance of technical and people skills.
   e) explaining each procedure and tips for home maintenance.
   f) reviewing the client's salon experience upon completion, including expectations and satisfaction.
   g) re-emphasizing home maintenance details, helping the client select retail products, and rescheduling the client for the next service.

B. Chemical Texturizing (Permanent Waving) ..... 55 Hours

NOTE: Safety and precautionary methods and procedures are to be reinforced throughout the "practical training" whenever the subject matter is practised or demonstrated.

Outcome: ***Upon completion of this unit the apprentice will demonstrate the use of advanced special effects wrapping techniques and the use of designer perm tools to achieve various textural effect; and simulate solution application.***

1. Demonstrate chemical texturizing (permanent waving), sectioning and wrapping.
   a) complete five perm wraps timed at thirty-five minutes each
   b) simulated application of permanent wave solution

2. Demonstrate the following permanent wave wraps and simulate solution application.
   a) directional wrap
   b) partial perm wrap
   c) root perm wrap
   d) weave wrap
   e) transfer wrap (rod to roller)
   f) pincurl wrap
   g) piggy back wrap
   h) twisted spiral
   i) current fashion wraps

3. Demonstrate custom/directional wrapping; design and complete a directional perm wrap timed at thirty-five minutes.

4. Demonstrate the sectioning, wrapping and processing of the following wraps (one wrap each).
   a) partial
   b) root
   c) weave
   d) transfer
   e) pincurl
   f) piggyback
   g) twisted spiral
   h) current fashion wraps

5. Demonstrate the use of current designer perm tools used for long and short hair.

C. Chemical Relaxing and Curl Reforming ..... 5 Hours

Outcome: ***Upon completion of this unit the apprentice will demonstrate the procedures and techniques required for chemical relaxing and curl reforming.***

1. Demonstrate chemical relaxing and curl reforming.

2. Demonstrate the techniques and procedures for
   a) soft curl permanent waving.
   b) curl diffusion.
   c) relaxing permanent wave curl.

3. Demonstrate partial relaxing and reforming procedures including
   a) client consultation, and scalp/hair analysis.
   b) sanitation and safety precautions.
   c) sectioning and application.
   d) processing including knowing when to stop the relaxing process.
   e) rinsing and neutralizing.
   f) prescription of correct after care products for home maintenance.

D. Hair Colouring and Pre-lightening (Bleaching) ..... 54 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to demonstrate the procedures required to change existing hair colour.***

1. Select and formulate colour for the following
   a) virgin (going lighter).
   b) virgin (going darker).
   c) re-touch (new growth).
   d) grey hair.

2. Mix, apply and process the following types of colour according to manufacturers' directions.
   a) temporary
   b) semi-permanent
   c) demi-permanent
   d) permanent

3. Demonstrate procedures for decolourizing and recolourizing hair.

4. Demonstrate the ten stages (degrees) of decolourizing hair.

5. According to manufacturers' directions demonstrate the formulation, application and processing of hair pre-lightening on the following.
   a) virgin hair
   b) retouch (new growth) hair

6. Demonstrate the formulation, application and processing of the various colour/toner products, according to manufacturers' directions.
   a) semi-permanent
   b) demi-premanent
   c) permanent

7. Demonstrate foil method highlighting and low lighting techniques for partial and full head applications.
   a) weaved
   b) sliced
   c) current fashion
   d) retouch (new growth)

8. Demonstrate cap method highlighting and low lighting techniques for partial and full head applications including retouch (new growth) procedures.

9. Complete five different decolourized and recolourized exercises on hair swatches and explain the formulation.

10. Simulate the pre-lightener application and complete
    a) five timed virgin applications.
    b) two timed virgin and toner applications.

11. Complete one virgin pre-lightened and coloured (toned) application with product.

12. Demonstrate fashion colouring techniques including retouch procedures.
    a) dimensional
    b) zonal
    c) tone on tone
    d) surface painting
    e) highlift
    f) current fashion

13. Complete two timed fashion colour applications of choice and explain the formulations.

14. Demonstrate the methods required for corrective colouring.
    a) dye solvents and decolourizers for artificial pigment
    b) colour filling and tint back procedures
    c) removal of vegetable, metallic and compound dyes

15. Demonstrate rinsing, shampooing and conditioning methods for the various colouring and bleaching techniques.

16. Demonstrate an ability to prescribe home maintenance products.

E. WET TO DRY STYLING ..... 52 HOURS

Outcome: ***Upon completion of this unit the apprentice will be able to demonstrate and follow procedures for styling the hair using a variety of tools and equipment.***

1. Demonstrate the correct procedures for setting the hair with pincurls.

2. Demonstrate the correct procedures for roller setting the hair.

3. Demonstrate fashion roller setting.

4. Demonstrate an ability to combine
    a) rollers and pincurls.
    b) finger waves and pincurls.
    c) finger waves and rollers.

5. Demonstrate dry setting.

6. Demonstrate the correct blow drying techniques for long and short hair using a variety of brushes.

7. Demonstrate finger drying.

8. Demonstrate thermal irons.

9. Demonstrate and use the correct styling products for kinky/curly hair.

10. Demonstrate finger waving.

11. Demonstrate finishing techniques.
    a) back brushing
    b) back combing
    c) chiffoning/lacing
    d) visual check

12. Review first period braiding and twisting of long hair.

13. Demonstrate the correct method for French braiding cornrows.

14. Demonstrate the correct method for applying different types of extensions including.
    a) shampooing and conditioning of hair extensions
    b) cutting of hair extensions
    c) styling of hair extensions

15. Demonstrate long hair styling techniques.
    a) preparing the hair
    b) sectioning and parting

c) placement of bobby pins and hair pins
d) finishing ends
e) beading, ornaments and fillers

16. Create ten long hair fashion updos.

F. Haircutting.....62 Hours

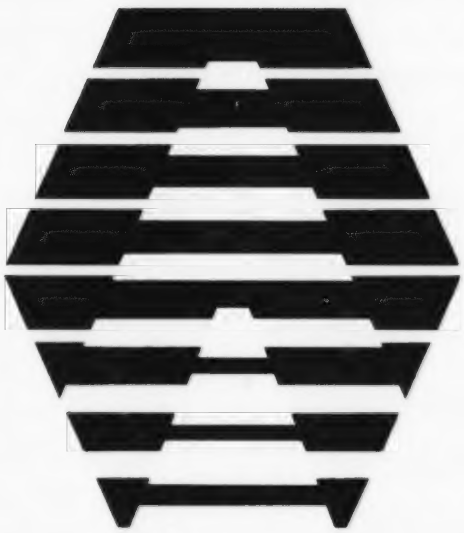
Outcome: ***Upon completion of this unit the apprentice will be able to demonstrate all haircuts using various tools and demonstrate an ability to cut curly/kinky hair.***

1. Review haircutting first period; demonstrate and complete all first period haircuts.
2. Demonstrate an ability to complete a full razor and clipper haircut.
3. Demonstrate and complete three of the following
   a) long blunt/solid haircut
   b) long layered
   c) medium layered
   d) short layered
   e) high taper
   f) medium natural hairline taper
   g) short natural hairline taper
   h) blocked haircut and sideburns.
5. Demonstrate current fashion trends.
6. Demonstrate finishing and personalizing techniques.
7. Demonstrate the correct methods to cut curly kinky hair.

G. Facial Services.....5 Hours

Outcome: ***Upon completion of this unit the apprentice will be able to explain the effects of products such as cleansers on the skin, describe procedures used to remove human hair and identify correct application procedures for applying facial makeup.***

1. Demonstrate the ability to consult with clients.
2. Demonstrate the use of various facial products.
   a) the application of cleansers
   b) exfoliants
   c) astringents/toners
   d) moisturizers
3. Identify the methods of temporary facial hair removal.
   a) waxing
   b) sugaring
   c) tweezing
   d) threading
4. Demonstrate the procedure for temporary facial hair removal.
5. Demonstrate the ability to analyze facial contours and shapes to apply facial makeup.
   a) day wear
   b) evening wear.



Alberta Apprenticeship and Industry Training

Excellence through training and experience

4203

BEST COPY AVAILABLE

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

NOTICE

Reproduction Basis

X	This document is covered by a signed "Reproduction Release (Blanket)" form (on file within the ERIC system), encompassing all or classes of documents from its source organization and, therefore, does not require a "Specific Document" Release form.
	This document is Federally-funded, or carries its own permission to reproduce, or is otherwise in the public domain and, therefore, may be reproduced by ERIC without a signed Reproduction Release form (either "Specific Document" or "Blanket").